

CITY OF BURBANK

RECREATION SUPERVISOR

DEFINITION

Under direction, develops, implements and supervises, a variety of recreational, cultural, and community service programs; including but not limited to: facility management, day camps, aquatics, sports, youth, teens, seniors, recreational classes, cultural arts, special events, child care, and nature programs; supervises, trains, and evaluates staff; and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, plans, organizes, directs, and supervises a comprehensive offering of recreational and community activities; develops and supervises classes; coordinates community-based activities; provides facility management for recreational facilities and establishes effective relationships with other city departments for facility maintenance and service delivery; supervises overall program operation, including but not limited to registration, collection and processing of fees, and documentation; assesses community interests and evaluates programs and service areas; and makes recommendations; prepares and presents written and oral reports; develops and administers operational, program and special project budgets; identifies and secures alternative funding sources; trains, supervises, and evaluates employees and volunteers; makes recommendations regarding hiring, promotions, transfers, and disciplinary action, up to and including termination; prepares and leads staff meetings and in-service training programs; assists with establishing and enforcing policies and procedures; plans, organizes and conducts collaborative efforts within City departments, school district, and community organizations or agencies; operates general office equipment including personal computers; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of recreation administration.
- Ability to - evaluate and coordinate numerous programs and staff; understand and implement written and oral instructions, communicate effectively orally and verbally; ascertain community needs; create a positive rapport with program participants, school officials, and the community at large; analyze trends and suggest program enhancements; make good judgments and decisions.

Education/Training: A Bachelors degree from an accredited college or university with major work in Leisure Studies or closely related field and three years of paid full time leadership experience in a recreational, cultural, or community services programs. A degree is preferred; however, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Leisure Studies or closely related field may be substituted for one year of the required paid leadership experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; Red Cross First Aid, CPR, and communicable disease certificates are required within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language. Report and grant writing experience.